

User Guide Commonwealth of Virginia





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Welcome to GCPay

Welcome to GCPay, the first Internet based service for construction billing. The website is located at www.gcpay.com. GCPay has been developed and refined using feedback from hundreds of contractors to ensure it is easy to use and provides fast, accurate management of your billing process.

GCPay facilitates the exchange of progress payment applications, also referred to as "applications for payment", "draws", "billings", "pay apps", etc. GCPay is designed for use by Construction Owners, Lending Institutions, Developers, Architects, General Contractors, Subcontractors, Vendors, and Suppliers. The service is user friendly with instructions and help information available on



almost every screen. In addition, this User Guide will be a valuable reference tool for both new and experienced users.

GCPay utilizes industry standard formats for Applications for Payment. These formats currently include AIA 702 and 703, GSA 184, Commonwealth of Virginia CO-12, Georgia Financing and Investment Commission 4411 and other state formats. Lending institution draw request forms are available for those owners who want to include their bank. Users enjoy the speed and convenience of calculations performed by GCPay which eliminate the possibility of clerical errors. In addition, critical information such as original values and work completed in prior periods is protected ensuring integrity for the approval process.

Other features in GCPay include integration with construction accounting software, multiple company approval tiers, the ability to manage supplier's invoices for one-time payments, and the creation of reports, which aid in the management of the construction project. GCPay currently integrates with the Sage's Timberline Office and ViewPoint's V6 Solution. The integrations will eliminate redundant data entry by allowing contractors to transfer SOVs, commitments, change orders, accounts receivable and payable, etc. directly from your project management system into GCPay and from GCPay into your project management system. GCPay also provides reports for those contractors that do not use one of the products we integrate with. The reports available include accounts receivable and payable, Work in Process and other management reports based on selected date ranges. For those companies utilizing architects and construction monitors in the approval process, GCPay provides the ability to have multiple companies approving each application for payment.

If, at any time, you need assistance, we provide customer support 24 hours a day, 7 days a week. No matter when you are using GCPay you can be assured that there is always someone available to assist you by calling the support line at (877) 447-2584. We will do our best to resolve your problem while you are on the phone with one of our representatives, reducing the wait time to finish your billing for any given month.

Important Concepts

In GCPay there are several roles a company can perform on a project. The basic roles in GCPay are listed below:

- Owner/Developer These companies will review the Schedule of Values (SOV) and Applications for Payment (AFP) submitted by Contractors.
- Architect/ Design Professional These companies will be involved with the approval process as well as have direct involvement with the project design.
- Agent for the Developer Agents for the owner can include lending institutions, outside
 auditors, title companies, or any other company that becomes involved with the project. By
 using project permissions in GCPay, a company can allow the agents to access only the
 necessary information without allowing them to make any changes to the project.
- General Contractor/ Construction Professional The General Contractor has many important responsibilities in GCPay. The responsibilities include:
 - Create their company's Schedule of Values and Applications for Payment.
 - Submit their company's Schedule of Values, Applications for Payment, and Change Orders (CO) to the project Owner or Architect for review.
 - Review the Schedule of Values, Applications for Payment, and Change Orders submitted by the subcontractors of the project.
- Subcontractors These companies create and submit Schedule of Values, Applications for Payment, and Change Orders. In addition, subcontractors may have other subcontractors who submit Schedule of Values, Applications for Payment, and Change Orders for approval.
- Lender Companies listed as lenders establish projects that will have a borrower submitting budget draw requests. Lenders can also view required documentation submitted by other companies on a given project.
- Inspector An inspector works directly for the lending institution or owner, verifying work complete prior to the funding of the draw request.
- Auditor Companies listed as auditor will have rights to view project documentation but will not be able to make any changes in GCPay.

A company can perform different roles on different projects and can also preform different roles on the same project. For example, a company can be a General Contractor on one project and a Subcontractor on another project. Once established for the project, these roles will control the flow of information (Schedule of Values, Applications for Payment, email notifications) during the course of that project.

Important: To properly establish the project roles in GCPay, each Agency will create the project on GCPay. The person establishing the project will assign the Architect and Prime Contractor when they create the project.



In this User Guide, links that you can click on will be identified with bold blue underlined font. For example: <u>Get Started</u>. Page (screen) titles will be identified with a bold black font. For example: **Project Settings**.

In this User Guide, an Application for Payment will be referred to as an AFP. A Schedule of Values will be referred to as an SOV and a Change Order will be referred to as a CO.

This guide provides specific instruction for those using GCPay under the Commonwealth of Virginia CO-12 format.



Navigation and General Information

In the header area of all GCPay pages there are five tabs titled **Welcome**, **Projects**, **Reports**, **Settings** and **Dashboard**. The **Integrations** tab will be available if the company utilizes one of our software integrations. These tabs are links you can click (single click) to move from page to page. In addition, some pages have their own tabs, which will link to other pages within a given function.

On GCPay web pages, links to other pages are displayed with a bold blue font. Example: **Project Center**.

When logged into GCPay, **avoid** using the browser's back button or refresh button unless specifically instructed to do so. Be sure to use the **Save** button provided near the bottom of the page where data is entered to avoid losing your work. If you have made changes to a page without saving a message will appear providing a warning. If you navigate away from the page without saving all changes will be lost.

When certain actions occur in GCPay, the system will automatically send emails to notify the appropriate users. For example, when a User submits an AFP for approval, the reviewer will be notified with an email that contains a PDF attachment of the AFP. When the reviewer approves that AFP, the User will also be notified with an email.

Please read all on-screen instructions carefully. Some actions cannot be "undone" or "changed" after they have been saved. This assures the integrity of approvals. Pop-up messages will alert you if you are taking an action that cannot be reversed.

Throughout this User Guide, links you can click to move to other pages will be identified as in this example: **Project Center**. Buttons you can click will be identified as in this example: **Save**.

It is recommended that GCPay be used with Microsoft Internet Explorer 7.0 (or higher), Mozilla's Firefox, Google's Chrome, or Apple's Safari for best results. Links to Firefox and Chrome are available below. Both browsers are free downloads. Throughout this User Guide, the terms "screen", "web page", and "page" may be used interchangeably.

Mozilla's Firefox: http://www.mozilla.com/en-US/firefox/

Google's Chrome: http://www.google.com/chrome

Getting Started

To begin using GCPay you must visit our website, <u>www.gcpay.com</u> and click <u>Get Started</u>. Once registration is complete you will be able to begin using GCPay within minutes.

Immediately after clicking <u>Get Started</u> the registration page will load. Any required field left blank will be highlighted red when you click <u>Save</u>.

Note: The Federal Tax ID is required to verify that your company is registered only once on GCPay. Each company can have an infinite number of users, but the same company cannot be registered more than one time.

The registration is one page that is divided into different sections. Upon saving, required fields will be highlighted red if information is entered incorrectly or left blank.

In the **Company Information** section you will fill in the company information. You will also select the roles you assume on projects. Check the box next to any role that applies.

In the **Address Information** section complete both the mailing and billing address for your company. If the mailing and billing addresses are the same, click the box beside the phrase "Use your mailing address as the billing address." The mailing address is the address that will appear on your billing documentation.

In the **Minority Business Enterprise** section, click the box if your company is certified as disadvantaged by your states minority business enterprise. (Example- SWaM in VA) If you are not considered disadvantaged, do not click the box.

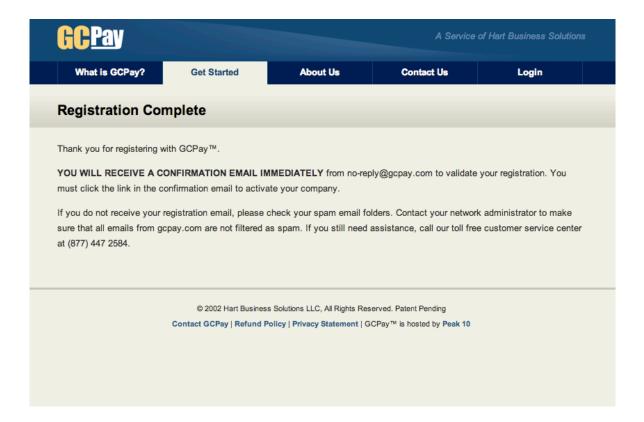
-If you check the box the screen will expand. Once it expands please input your Certificate number and check the boxes that apply to your company's minority classification.

In the **User Information** section, you will fill in your personal information. The person registering the company will automatically become the company administrator. The company administrator has many roles in GCPay that are described on page 11. Once the company is registered you can change company administrators as necessary. One person must be a company administrator, but a company can have more than one administrator.

In the **Terms and Conditions** section please read through the GCPay terms and conditions listed on this page. Once you have read through the terms place a check in the box beside "I agree to these Terms and Conditions" found at the bottom of the page. Hart Business Solutions, LLC and the Commonwealth of Virginia have established a contract with set terms and conditions. Some items that appear in our General terms and conditions do not apply. If you would like a paper copy of the terms and conditions click **Printable** and the terms and conditions will load in a separate window. Click **Save**. The Terms and Conditions are available at all times while logged into GCPay by clicking **Terms and Conditions** at the bottom of any page.



Upon completion of registration, you will see the screen below. Notice that it states that you will receive an email in moments that will contain a link for you to click to complete registration. The email is sent immediately from no-reply@gcpay.com and should be received within a minute or two. By clicking the link, you are activating your user name and password for use on GCPay. If you do not receive the confirmation email please call our customer support center at 877-447-2584 option 1. You can also contact the support center via email, support@gcpay.com.



Congratulations, you are now ready to use GCPay.

Getting to know the Basics in GCPay

GCPay Welcome Page

After you become a GCPay user, you will be able to log on using your Username and Password from the GCPay Home Page. Remember that your Password is case sensitive. When you logon, you will start on the GCPay **Welcome** page. A screen shot of the welcome page can be seen on page 17 of this User Guide.

The GCPay **Welcome** page contains the following links:

- 1. **Project Center** This link will take you to a list of projects that you are assigned to.
- 2. <u>Dashboard</u>- This link will take you to a list of all items that require your immediate attention.
- 3. <u>Start a new Project</u> This link will take you to the project setup page. Refer to the **Start a** new Project section for additional information. *If, when registering, the company role is subcontractor you will not have this link.*
- 4. **Reports** Allows you to view reports for Accounting, Activity reports, and Other reports for your company. Refer to the **Print Reports** section for additional information.
- <u>Settings</u> The settings section allows users to make changes to company specific information, Invite new users, Establish default options, Add subsidiary companies, Upload lien waivers, or Update payment information.

On the right side of the **Welcome** page you will see Recent News. GCPay utilizes this section of the **Welcome** page to inform clients of new enhancements, when new users guides become available, and of any issues or outages that clients need to be aware of. Click the title of any link posted under Recent News to expand the entire article.

The Audit Function

- 1. All actions in GCPay are tracked by a user's name, date, and time. This feature allows companies to verify that only assigned staff are working on a given project at any time. This feature will also assist companies in verifying when items are submitted from contractors. For this function to work as designed, each person in your company must have a unique user name and password.
- 2. Where in GCPay can I find the audit function?
 - a. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click on the name of your project.
 - b. Click Audit Trail.
 - c. By viewing the audit trail here, you are looking at the history for the entire project. This will show all action that has happened since the project was created.
 - d. You can also view the audit trail on a single item. Click the item you want to view the audit trail on. Once the item opens, click **Audit Trail**.
 - e. By viewing the audit trail at the item level, you can "zoom in" on what happened to this item without having to search through the history of the project.
- 3. Do we have to use the Audit feature in GCPay?
 - a. The Audit feature is always on in GCPay, it is not something that can be turned on and off or reset.
 - b. It is your option to view the Audit feature. It will always be available when you need to view the audit trail.

User Management

The Company Administrator or User Admin can add as many GCPay users to your company as necessary. There is no charge for users. Company users can be granted specialized permissions to perform certain tasks identified in the table on the next page. The Company Administrator or User Admin may also change an existing user's permissions or even lock a user from accessing GCPay.

Steps to add users for your company:

- 1. From the GCPay **Welcome** page, click <u>Settings</u>
- 2. Click <u>Users</u> in the "tree view" on the left side of the screen
- 3. Click **Invite User** found to the right of the search box or at the bottom of your list of users
- 4. Fill in the new user's Salutation, First and Last name as well as the user's email address. Utilize the message field to provide notes that will appear in the body of the invitation email.
- 5. Click Send

Note: If you are attempting to add a user to a subsidiary company make sure the subsidiary has been created. To the left of the page click the name of the subsidiary, then click the <u>Users</u> button.



Steps to edit a user's Personal information:

- 1. From the GCPay **Welcome** page, click <u>Settings</u>
- 2. Click **Users** in the "tree view" on the left side of the screen
- 3. Click the name of the user to be edited.
- 4. A pop-up window appears with 3 tabs, Personal, Company Permissions, and Default Project Permissions. Click the Personal tab.
- 5. Edit any information, click **Save** when complete

Steps to edit a user's Company Permissions:

- 1. From the GCPay Welcome page, click Settings
- 2. Click **Users** in the "tree view" on the left side of the screen
- 3. Click the name of the user to be edited.
- 4. A pop-up window appears with 3 tabs, Personal, Company Permissions, and Default Project Permissions. Click the Company Permission tab.
- 5. Check the box next to the appropriate company level permissions (see table below).

User Role	Permission		
(Company)			
Company Admin	Has permission to edit their company's information (Company name, address, phone number, etc.) and will be the first point of contact for email notifications generated by GCPay. Will be able to view all company projects. Has permission to add subsidiary companies.		
GCPay Billing	Receives billing notifications from GCPay and have the ability to update billing		
Contact	information and print receipts of invoices.		
User Admin	Has permission to edit other user information within their same company. They can also lock and unlock users from accessing GCPay.		
Default Project User	User will be added as initial user on all projects your company is associated with by other companies.		
Project Creator	Has permission to create projects.		
Accounting Contact	Will receive email notifications whenever an Application for Payment is approved or rejected. This allows that Accounting Contact to enter the Accounts Receivable (or Accounts Payable) into your company's accounting system.		
Accounting Contact for Subsidiaries	Same as above, but user will receive only those notifications specific to subsidiary		
Auditor	companies. User can view all jobs your company is associated with but has not permissions on any of		
Auditor	User can view all jobs your company is associated with but has not permissions on any of the jobs.		

- 6. Click **Save**
- 7. To change additional user's permissions follow steps 3-6 above.



Steps to edit a user's Default Project Permissions:

- * Default project permissions allow a Company or User Admin to select standard project permissions for individual users. Each time the users is added to a job the default project permissions will be assigned for the user automatically. Changes can be made at the project level regardless of the default project permissions selected.
 - 1. From the GCPay **Welcome** page, click **Settings**
 - 2. Click **Users** in the "tree view" on the left side of the screen
 - 3. Click the name of the user to be edited.
 - 4. A pop-up window appears with 3 tabs, **Personal**, **Company Permissions**, and **Default Project Permissions**. Click the **Default Project Permission** tab.
 - 5. Select the box to the left of any simple permissions that apply. If you select any box on simple permissions the permission will apply to all items.
 - 6. Set permissions using the Advanced Permissions. To switch to advanced permissions click the drop down box in the top right corner of the window and select Advanced.
 - a. Advanced permissions allow you to set user project permissions by approvable type and by project role
 - 7. In the column titled For Role click the switch to select specific Project Roles the designated permissions will apply to. This allows a company to specify that a person only have permissions that apply to a specific role such as Architect/ Design Professional, General Contractor, etc.
 - 8. Check the permissions applicable for each item listed. If the Reviewer permission is selected and there is a value at which this person is to review the item enter the value. A detailed description of each permission is on page 20 of this guide.
 - 9. If the Review Order is to be tiered select the tier by item that a person reviews. By default the tier will always be set to First.
 - 10. Click **Save** to save the permissions applied to the user of click **Save and Apply** to save the updated permissions and apply the permissions on all jobs this user is currently associated.

Steps to Disable/Lock a User:

- 1. From the GCPay Welcome page, click **Settings**
- 2. Click **Users** in the "tree view" on the left side of the screen
- 3. Check the white box in the far right column of the table below the lock icon.

Company Management

The Company Administrator can modify your company's information such as name, address, phone number, etc. The company admin can also add subsidiary companies.

Steps to add/modify company information:

- 1. From the GCPay Welcome page, click Settings.
- 2. Click the name of your company if the company information does not automatically load.
- 3. Modify the appropriate fields and click **Save**.

 Note: If you are attempting to modify subsidiaries information click the name of the subsidiary from the tree to the left of the page, and then modify the information using instructions above.

Default Options

When companies are added to a project, options are selected that relate to the project and are specific to the company added. If an option is used for all companies working on your jobs you can select the option as a default project option. As companies are added to a job, any option checked under Default Options will automatically be selected. You have the ability to uncheck the option at the project level if necessary.

Steps to Select/ Change Default Options:

- 1. From the GCPay Welcome page, click Settings.
- Under the Company name Click <u>Default Options</u>.
- 3. Place a check next to each option you would like to make a Default on your projects.
- 4. Click Save

Checklists

The checklist function allows a company to setup "lists" of expectations when a user is reviewing a submitted document. The items included in the checklist can be hidden from the submitting company or can be shown on screen for all users. Checklist items must be "checked off" by your reviewers before a submitted item can be approved.

Steps to add a Checklist item:

- 1. From the GCPay **Welcome** page, click <u>Settings</u>.
- Under the Company name Click <u>Default Options.</u>
- 3. In the Default Checklist section click the **+Add** Item
- 4. On the General Tab assign the Item a number and input the text to be displayed for this item in the description box.
- 5. Uncheck the box next to "Is this item visible to the contractor?" if you do not want the contractor seeing the item.



- 6. Click Approvable Type to select which submitted items this checklist applies to.
- 7. Click **System Roles** to select which Company Types the item applies to. If no specific type is selected the item will apply to all types.
- 8. Click Okay to save the checklist item.

\${project_number} - The Project Number

\${application_date}- The Application Date

\${total_due} - The total due for a given AFP

\${owner address1} - Your company address 1

\${date} - Current date (mm/dd/yyyy)

\${owner city} - Your company city

\${owner_zip} - Your company zip code \${contractor_address1} - Contractors address 1

\${contractor_city} - The contractors city

\${retainage} - Total Retainage to date

\${period from} - Period From date

\${contractor_zip} - The contractors zip code

\${change_deductions} - Total negative CO's

\${total} – Total requested net of Retainage

\${change_orders} - Total of all approved CO's

Lien Waivers

GCPay provides the ability to upload lien waiver forms used by your company. You then have the option to send these waivers to your contractors utilizing GCPay. The lien waiver(s) you select for your project will be populated with project specific information. Once you approve the contractor(s) AFP you can email the lien waiver to your contractor(s). They can review the lien waiver and digitally sign it and send it back to you electronically.

You are able to use any lien waiver form you prefer. You can also utilize a different lien waiver (such as an unconditional lien waiver) for the final payment. Once a lien waiver is formatted and uploaded to GCPay you will be able to use it an infinite number of times. You can associate more then one lien waiver with each application for payment.

In order for GCPay to populate the lien waivers with project specific information, you will need to insert "data tags" on your lien waiver forms before uploading the files to GCPay. Below is the list of data tags that GCPay currently uses to customize your lien waivers. Once the AFP has been approved, GCPay will automatically provide a link next to the AFP for you to send the lien waiver electronically, or the system can send the waiver automatically upon AFP approval.

•	\${project	name}	- The	Project	Name

- \${project_location}- The Project Location
- \${afp_number} The AFP number
- \${period_to}- The date the AFP runs through
- \${owner} Your company name
- \${owner address2} Company address 2
- \${owner_state} Your company state
- \${contractor} The contractors name
- \${contractor_address2}-Contractors address 2
- \${contractor_state} The contractors state
- \${original_price} Original Schedule of Values
- \${change_additions} Total positive CO's
- \${adjusted_price} Original SOV + CO's
- \${prior_payment} Prior amount Paid
- \${balance} Balance remaining due

\$\total completed\} - Total completed and stored to date

- \${retainage_this_period}- Total retainage on currently billed items
- \${total_earned} -Total completed and stored to date less retainage
- \${current_gross_billing} Value of all currently billed items net of retainage
- \${contract_start_date} SOV Contract Start date
- \${contractor_tax_id} Contractor Federal Tax ID will be populated
- \${contractor_designated_signer} The contractors Designated Signer will populate
- \${contractor_designated_signer_title} The signers Title will populate
- \$\timberline_commitment_number} The Timberline Commitment Number will populate
- \${project_owner} Designation for the Project Owner to ensure the Owner's name fills



Steps to create and upload your lien waivers:

- Using the word processor on your computer, replace the key words on your lien waivers using the data tags listed above. Save the document as a DOC (Word Document) or DOCX file.
- 2. From the GCPay Welcome page, click <u>Settings</u>.
- 3. Click Lien Waivers.
- 4. Click **1 Upload**
- 5. Click **Browse** and locate the lien waiver file on your computer, click **Open**.
- 6. Click Upload

To view, test, or disable an uploaded lien waiver, click on <u>Settings</u> from the GCPay **Welcome** page, then click <u>Lien Waivers</u>. Click the magnifying glass to View the waiver with tags and click Test to view the waiver with test data loaded. Once a waiver is assigned to a project you will not have the option to delete it. The site will hide disabled waivers but you can see them by removing the check in the Hide Disabled box.

Once you have uploaded your lien waivers to GCPay, you can begin using them on all of your projects. There are multiple times when you can add the lien waivers to a designated project. The first time you are given the option to select lien waivers for a project is during project setup. Steps to add it during project setup can be found under the "Start a new Project" section of this guide. You can also add a lien waiver to an existing project. Below are the steps to add a lien waiver to an existing project.

- 1. From the GCPay Welcome page, click the **Projects** tab or **Project Center**.
- 2. Click the project you want to add the lien waiver to.
- 3. Click **Project Settings** from the tabs directly under the project name
- 4. Directly below the list of options, check the box beside "Do you require your contractors to use lien waivers?"
- 5. Check the box next to "Do you require your contractors to submit a paper copy of the Lien Waivers?" if necessary.
- 6. From the drop down menu select the method and time you want the waivers to be sent to the contractor
- 7. Select the lien waiver(s) to be used by placing a check in the box next to the waiver(s).
- 8. Click **Save** at bottom of page.

There are two ways to manage the sending and receipt of lien waivers. You can allow the contractor to accept the lien waiver digitally and GCPay will track the receipt for you. If you require the contractor to return the paper copy (PDF attachment to the approval email), you can track the receipt in GCPay when it is returned by clicking <u>Accept Waiver</u>. GCPay will alert your reviewer when they attempt to approve subsequent AFPs if the lien waiver has not been accepted.



Reports

All users have permission to generate company reports.

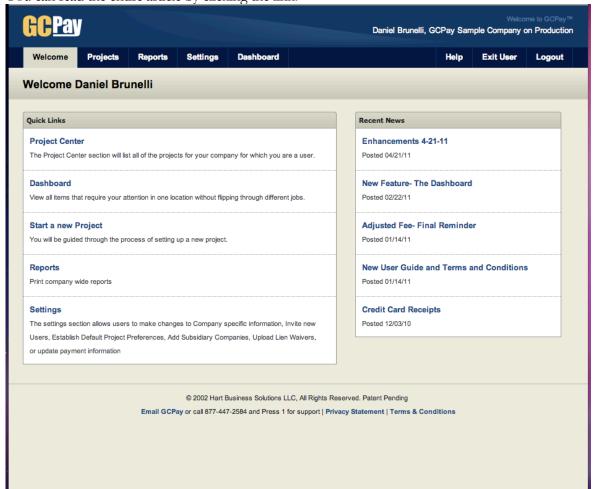
Steps to generate and print reports:

- 1. From the GCPay Welcome page, click Reports.
- 2. Click the version of the report to be printed, either PDF or Excel.
- 3. Use the calendar tool to enter the start and end date range for the report.
- 4. Click Generate.

Note: Some reports will not require a date. Some reports provide an option to produce the report in Excel rather then PDF.

Recent News

Changes are made to GCPay to benefit our clients. As enhancements are made to GCPay information about the enhancement will be posted on the **Welcome** page under Recent News. You can read the entire article by clicking the link.





Credit Card Use on GCPay

The Commonwealth of Virginia has negotiated a fee schedule for the use of GCPay. This fee is paid through a VISA, MASTERCARD, or AMERICAN EXPRESS, which you must input on the system before your first application for payment can be submitted. The flat monthly fee paid by the Prime contractor (GC) will cover all companies using GCPay for the project. Steps to add or edit your credit card information as well as view billing history are below.

To Add or Edit the VISA, MASTERCARD, or AMERICAN EXPRESS with GCPay:

- 1. From the Welcome Page click **Settings**.
- 2. Click Payment Method.
- 3. Input or edit your VISA, MASTERCARD, or AMERICAN EXPRESS number in the white box under Credit Card.
- 4. Use the drop down box to select your expiration month and year.
- 5. Click Save.

To view Billing History for all VISA, MASTERCARD, or AMERICAN EXPRESS transactions:

- 1. From the Welcome Page click **Settings**.
- 2. Click Billing History.
- 3. Transactions will be listed in date order. You can reverse the order by clicking the headers of the table.
- 4. The invoice can be viewed by clicking the printer icon to the right of each invoice.

Important: You will see a \$1.00 authorization charged to the VISA, MASTERCARD, or AMERICAN EXPRESS initially entered but the authorization is immediately voided as shown on the very next line of the billing history.

Start a New Project, VA Format

In GCPay, the Agency will create the project. The person responsible for building the project will identify the companies to be associated and their roles. This ensures that the submission of approvable items will be directed to the appropriate entity.

Important: In order to add companies to your project the companies <u>must</u> be registered on GCPay. If a company you need to work with is not yet registered in GCPay, contact that company's representative and instruct them to go to <u>www.gcpay.com</u>, click <u>Get Started</u> and register their company. A Company Invite solution is also available as described in Step 8 below.

Steps to create a project:

- 1. From the GCPay **Welcome** page, click **Start a new Project**. You can also click **+New Project** on the **Projects** page.
- 2. Under General Settings fill in the information listed below:
 - a. Project Name
 - b. Project Number
 - c. Project Location
 - d. Select your Role. The role for the Agency will always be Owner/Developer.
 - e. Select the Project Format. The format for all Agency projects will be Virginia (CO-12 Form).
 - f. If this project will utilize the Budget and General Ledger sections within GCPay check the box to enable that functionality. This is mandatory for all Pool projects.

Note: If you have subsidiary companies and wish to create the project using one of the subsidiaries please select the company from the drop down on this page.

- 3. Under **Users**, add the users who will be working on this project for your company.
 - a. Click +Add User
 - b. Input part of the user's name in search box or click the drop down box and all users associated with the company are available.
 - c. Click the user to select them.
 - d. Click Next
 - e. Assign each user the appropriate permissions (see table on next page). Note that as project creator, you are already added to the project with the applicable project user permissions. If the user has been assigned Default Project Permissions they will be applied immediately.
 - f. Click Okay
- 4. To utilize advanced user permissions switch the permission mode form Simple to Advanced. The drop down box to do this is located in the top right corner of the window.



- a. In the column titled For Role click the switch to select specific Project Roles the designated permissions will apply to. This allows a company to specify that a person only have permissions that apply to a specific role such as Architect/ Design Professional, General Contractor, etc.
- b. Check the permissions applicable for each item listed. If the Reviewer permission is selected and there is a value at which this person is to review the item enter the value. A detailed description of each permission is at the bottom of the page.
- c. If the Review Order is to be tiered select the tier by item that a person reviews. By default the tier will always be set to First.
- d. Click Okay

User Role	Permission		
(Project)			
Project Manager	Allowed to edit project settings, add project users, add companies, change		
(PM)	project options, etc.		
Contact	Receives email notifications for all project events.		
Editor	Can create and edit your company's Schedules of Value, Applications for		
	Payment, Invoices, and Change Orders and submit them for approval.		
Reviewer	Can approve Schedules of Value, Applications for Payment, Invoices, and		
	Change Orders submitted to your company for approval.		
	IMPORTANT: If you have multiple users with Reviewer permission,		
	ALL of those users must approve submitted items before the status will		
	change to approved.		
Designated Signer	The designated signers name and title appear on all PDF documents		
	generated within GCPay.		
Approval	This user will receive an email notification when submitted items are		
Notification	Approved.		
No Permissions	Has permission to view project information but cannot make any project		
selected (Standard)	changes, or approve/submit Application for Payment or Change Orders.		

- Under Options you will see options specific to the Virginia (CO-12 form) project format.
 These options are described below. Place a check mark next to each option you would like to use.
 - a. Would you like to allow your approver to view your subcontractor costs? Select if you would you like to allow your approver to view your subcontractor costs and AFP. This is useful for contracts where the Owner/Developer requires a General Contractor to provide information on subcontractor billings.
 - b. **Do you wish to report your minority contractor information to your approver?** This option is selected by default and cannot be removed.
 - c. My approver can edit my progress payments instead of summarily rejecting them. By selecting this option you are giving your approver the ability to modify your application for payment without your input. The approver will be able to change the billing without rejecting it as the normal process currently flows.

- d. By default any documeny my company uploads should only be available to users within my company. Select this option if uploads you attach should only be seen by your company. If you check this as default you will have the ability to uncheck it as you attach the document.
- e. **Lock subcontractor retainage by Default.** Select this option if you want to lock all contractors Retainage percentages until Retainage Release is appropriate. The default retainage percentage is 5%.
- f. **Override the default retainage for this format.** Select if you would like to change the default retainage percentage to be used by your contractors on this job.
- 6. Click **Save**. If you need to change any settings, scroll to the appropriate section and make the necessary changes. Click **Save** when complete.
- 7. The page refreshes and you have the option to add other companies to the project. To do so, click the **Project Companies** tab found directly below the project name.
- 8. On the **Project Companies** tab complete the following steps to add companies to the project.
 - a. Click +Add Company next to Project Contributions.
 - b. Enter part/all of the name of a company in the search box and click **Search**. You can search by Federal Tax Identification Number as well.
 - c. In the Search Results, click the + next to the appropriate company. If your search does not find a company that is on your project, they have not yet registered with GCPay. Contact those companies and instruct them to **Get Started** (register) with GCPay at www.gcpay.com. You can also utilize the Company Invite solution.
 - i. To invite a company click "Can't find who your looking for? Send an invite" found in the bottom left corner of the search box.
 - ii. Enter the company information. All boxes on this invite must be populated. Click **Send**.
 - iii. An invited company can be assigned to your job. The person that sent the invite will be notified by email when the invited company has completed registration.
 - d. If the company selected has multiple Company Roles you will be prompted to select the role the company will be assigned to on your job.
 - e. Next you must assign which company(s) approves items submitted by this company. Select the approver from the dropdown and click +Add.
 - f. Continue to add approvers for this company as necessary. If the approver you want to add does not appear in the drop down menu, they have not been assigned to the project. Refer to steps 4a through 4e.
 - g. Once all approvers have been added the primary approver must be designated. Check the radio button under the Primary Approver column next the Agency name.
 - h. In the Required column set the box to Required for all approving companies that MUST approve submitted documents. If a company will only make

recommendations on approval set them as Recommend. The Agency will always be required.

- i. Click Apply.
- j. Repeat Steps 4a through 4i until you have added all companies to the project. During the project, companies will be able to add additional companies as necessary.
- k. Assign company specific options to each company you add. To do so:
 - i. Click the company's name.
 - ii. On the General Tab:
 - 1. Check all boxes that apply for the company.
 - 2. Click **Apply** once complete.
 - 3. Continue this process with all other contractors as necessary.

Note: Do not enable invoices for Any company. "Invoices" within GCPay do not utilize a custom DGS form or format and should not be used.

- iii. On the Requirements Tab:
 - 1. Check each item the contractor is required to submit before creating and submitting their first AFP
- iv. On the Checklist Tab:
 - 1. Add any customer checklist items for this specific contractor
- 1. Scroll to the bottom of the page and click **Save**.

Additional Notes:

- 1. You may remove a company that was added to the project in error if you have not yet approved their SOV. To remove a company:
 - a. From the **Welcome** page, click the **Projects** tab or **Project Center**, then click the name of your project.
 - b. On the **Project Detail** page, click the **Project Companies** tab.
 - c. Locate the company on the list and click the red X
- 2. After a company's SOV has been approved, a company must be deactivated to terminate their access to the project. This will prevent that company from submitting Applications for Payment. To deactivate a company, follow steps above. Find the company on the list and check the white box in the far right column on the table. This column has a lock icon at the top. Un-checking this box will can reactivate a deactivated company. Click Save
- 3. Default options can be used to make adding companies less tedious. If you will create all of your contractors SOV's you can select it one time on the Default Options and when you add a subcontractor to any job it will automatically check that option. You can change it if necessary. See Page 13 for instructions on establishing default project options.



Adding Companies to an existing job

Steps to add companies to an existing job:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, then click the name of your project.
- 2. Locate the Project Companies link directly under the project name, click **Project** Companies
- 3. Follow step 8 on page 21 to finish adding companies to the job.

Project Budget

Create a Project Budget (Agency Use Only)

The Project Budget mechanism is now being used to track all costs associated with a project. The Budget automatically captures costs associated with the prime contract and architect. The Budget will provide not only budgetary information but also disbursements against the budget. The information inputted below comes from the CO-2.

Steps to create a Project Budget:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, then click the name of your project.
- 2. On the **Overview** page, locate the term Budgets. Click <u>+Create</u>, which is next to Budget.
- 3. In the Project box enter the Sub- Project code, Project Type, and FIPS Code/ Location.
- 4. In the Project Scope box enter the appropriate square footage for New Construction or Renovation.
- 5. Enter any required comments. This is not a required field.
- 6. In the Project Funds section add the funding for the project
 - a. Click +Add and select the number of blank items to be added
 - b. Input the Item Number, Chapter Date, Fund Detail, and Value for each item
 - c. Continue to add items as necessary. The page generates a total at the bottom of the table.
- In the Cost Summary section input the budgeted values for each section listed. The sections available were specified by the Department of General Services and cannot be customized.
- 8. Click Save.
- 9. Once budget information has been finalized the Agency will "approve" the Budget. Click **Review** in the green box.
- 10. If necessary add any comments. Click **Approve**
- 11. A pop-up appears stating, "Are you sure you wish to Approve this Budget." Click **OK.**
- 12. A pop-up appears stating "The Budget has been Approved. Click **OK**

Steps to modify a Project Budget:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, then click the name of your project.
- 2. In the Outbox section, click <u>View All</u> to the right of Budgets.
- 3. Click **Advanced** under actions.
- 4. Click Modify the most Recent Budget



- 5. A pop- up appears warning that the Budget will have to be approved once modified. Click **Yes**.
- 6. Make any changes necessary.
- 7. Click Save.
- 8. Once budget information has been finalized the Agency will "approve" the Budget. Click **Review** in the green box.
- 9. If necessary add any comments. Click Approve
- 10. A pop-up appears stating, "Are you sure you wish to Approve this Budget." Click **OK.**
- 11. A pop-up appears stating "The Budget has been Approved. Click **OK**

General Ledger (G/L)

Input G/L Costs (Agency Use Only)

The General Ledger section allows agencies to input other costs associated with a project other then those costs associated with the CO-12 and DGS 30-216. The list of items presented in the G/L section is determined by the Department of General Services and cannot be customized.

Steps to create a Project Budget:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, then click the name of your project.
- 2. In the G/L section left click on the item to input costs associated
- 3. In the window that appears click **+ Add**
- 4. The current date loads automatically but can be adjusted if necessary
- 5. From the Drop Down menu select the Vendor the costs are associated with. If a vendor is not listed click Add Vendor in the top of the window and add the vendor. A vendor is added once for an agency and can be used on any project.
- 6. Input the PO/Contract # this cost is associated with
- 7. Input a General Description of the work provided
- 8. Input the total for the invoice in the column titled Value
- 9. Click Save

Steps to create a Project Budget Report.

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, then click the name of your project
- 2. In the G/L section click Report
- 3. The create G/L report loads. This report includes all costs entered to date on the G/L plus all Co-12 and DGS 30-216 costs incurred to date.

Schedule of Values

Create/Submit a Schedule of Values (GC: CO-12)

Once the project has been created and you approver has been added you will be able to create your Schedule of Values (SOV) and submit it for approval. You must have an approved schedule of values before you can create or submit an application for payment.

Steps to create an SOV:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, then click the name of your project.
- 2. On the **Overview** page, locate the term Schedule of Values. Click <u>+Create</u>, which is next to Schedule of Values.
- 3. Fill in the box under Contract Start Date by clicking the calendar button and selecting the appropriate date.
- 4. Fill in the box under Contract End Date by clicking the calendar button and selecting the appropriate date. (This is required if you are using our Cost Forecasting Tool)
- 5. Fill in the box beside Schedule Name. The default name is Schedule 1 but can be changed.
- 6. Click **Schedule Options** if you are required to use Unit Price. You can also change the sort order.
 - The Schedule of Values can be manually input or it can be uploaded and populated from an Excel spreadsheet. Instructions to format and upload a spreadsheet are on page 27. To continue with manual entry of the SOV, follow the steps below.
- 7. Click + Add and select to add X items.
- 8. Fill in the item number, description, and value for each line
- 9. Continue adding lines until all lines have been entered
- 10. To remove a line single click on the line to be removed and click the **X Remove** button at the top of the page or right click on the line and select **Remove this line**.
- 11. To add rows you can also right click and insert lines.
- 12. Click Save.

Uploading a SOV from Excel (.xls or .xlsx)

- Instructions for formatting and uploading a Schedule of Values from a Spreadsheet.
 - 1. In Microsoft Excel (or any other spreadsheet program), you will need to have three columns
 - Column 1- Line item Number
 - Column 2- Description of Item
 - Column 3- Amount

If utilizing Unit Pricing

- Column 1- Line Item Number
- Column 2- Description of Item
- Column 3- Number of Units
- Column 4- Description of Unit
- Column 5- Cost per Unit
- 2. Type in necessary information in Excel Spreadsheet
- 3. Save spreadsheet as an Excel file.
 - Go to File ->Save As
 - Type in the name of the spreadsheet
 - Underneath the name, ensure the file type is Excel
 - Click Save
- 4. If you are not already, log on to GCPay
- 5. Click Project Center
- 6. Click the name of the project
- 7. Click Create a new Schedule of Values
- 8. Input the Contract Start Date, Contract End Date, and Schedule Name
- 9. Click \ \ \ \ Upload
- 10. Click **Browse**
- 11. Find the spreadsheet in Excel format, single click on it
- 12. Click Open
- 13. Click Upload
- 14. The SOV screen with automatically fill in from the spreadsheet to GCPay
- 15. Click **Save** at the bottom of the page
- What if my Schedule of Values failed to load?
 - 1. Be sure that you have only three columns, the first being item number, next the description, and last the dollar amount.
 - 2. Ensure there are no total lines included in your Excel spreadsheet; it should be formatted so that only the three columns are there and no total lines exist.

Note: If you are planning on using the forecasting tools or document upload features in GCPay, please be sure to establish the estimates/documents in our system BEFORE pressing submit on the SOV Page.

Steps to submit an SOV for approval:

- 1. Once the SOV has been saved you will be redirected to the View tab. On this page you will see a **Submit** button within a green box. Under the box is your saved SOV.
- 2. Click Submit.
- 3. In the white box, fill in any comments necessary. The comments will carry to the body of the email sent to your approver. Click **Submit**
- 4. A pop-up appears stating "Are you sure you wish to submit this Schedule of Values?" Click **Yes**
- 5. A window will come up stating "The Schedule of Values has been submitted." Click **OK**.
- 6. The status of your SOV will now show submitted and will change as your approver views, approves, or rejects the SOV.

Create a Schedule of Values (A/E: DGS 30-216)

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, then click the name of your project.
- 2. On the **Overview** page, locate the term Schedule of Values. Click <u>+Create</u>, which is next to Schedule of Values.
- 3. Fill in the box under Contract Start Date by clicking the calendar button and selecting the appropriate date.
- 4. Fill in the box under Contract End Date by clicking the calendar button and selecting the appropriate date. (This is required if you are using our Cost Forecasting Tool)
- 5. Fill in the box beside Schedule Name. The default name is Schedule 1 but can be changed.
- 6. Three Divisions (sections) automatically populate, each division containing its own unique items. The items populated are taken directly from the Forms page that the VA DGS provides and should not be changed. Fill in the value of any line that applies to your contract.
- 7. Click +Add and select the number of items to be added to the SOV.
- 8. Select the Division (Section) to add the items to
- 9. Click Add
- 10. Input the Item Number, Description and Value for each line
- 11. Continue adding lines until all lines have been entered
- 12. To remove a line single click on the line to be removed and click the **X Remove** button at the top of the page or right click on the line and select **Remove this line**.
- 13. To add rows you can also right click and insert lines.
- 14. Click Save.

Review a Schedule of Values

Once an SOV has been submitted to your company, the designated approver(s) may approve or reject the SOV.

Steps to review an SOV:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click on the name of your project.
- 2. In the Inbox, click <u>Review</u> in the actions column for the item being reviewed. This is next to the pending SOV.
- 3. Directly under the project name are tabs that can be clicked to look at any attached documentation, cost forecast, reports, or the audit trail.
- 4. On the screen you will see the SOV at the bottom and a green box with a **Review** button in it. Once you are satisfied with the SOV, click **Review**.
- 5. In the white box enter any comments necessary. The comments carry to the email notification sent to your approvers.
- 6. Click **Approve** or **Reject**.
- 7. A pop-up appears stating, "Are you sure you wish to Approve/Reject this Schedule of Values." Click **OK.**
- 8. A pop-up appears stating "The Schedule of Values has been Approved/Rejected. Click OK.
- 9. When the screen refreshes, you will be brought to the **Overview** Page.

Associate Line Items to Your SOV (GC)

You can associate (map) subcontractor SOV line items to your SOV line items after they have been approved. This is a valuable feature in GCPay that assists with the creation of Payment Applications using the amounts billed by subcontractors. This feature also assists owners when the option is selected to show subcontractor billings to the owner. Your SOV must be approved before you can associate (map) items to it.

Steps to associate SOV line items:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, then click the name of your project.
- 2. In the Outbox section, click <u>Map (N New)</u> (N is the number of items you have unmapped).
- 3. Double click on the line item that you want to associate with subcontractor line item(s). A pop-up window will appear.



- 4. At the top of the window you will see "Map items to "Description" (Example Map items to Rough Carpentry). Select the item or items to be mapped. You can select multiple items by holding the shift key and clicking on the items.
- 5. Click ← to map selected items or click | ← to map all available items. You can remove mapped items by clicking → or remove all mappings by clicking → |
- 6. Click **Save** when you have finished mapping all items to the selected line.
- 7. If you want to remove a mapped item, double click the line you want to remove the item from, click the item to be removed and click .
- 8. Repeat steps 3-6 to map items to other lines.
- 9. To view previously mapped line items, click the magnifying glass next to the line.

Repeat this process as additional subcontractors are added to the project and their SOV is approved.

Modifying a Schedule of Values

Once a schedule of values has been approved in GCPay a User can create and submit Applications for Payment and Change Orders. If funds must be moved or additional items must be added to the original Schedule of Values a modification can be done. Modifications must be submitted and approved before a new application for payment can be created. **SOV Modification is not meant for change orders.**

Steps to modify a Schedule of Values:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, then click the name of your project.
- 2. In the Outbox section, click **View All** to the right of Schedule of Values.
- 3. Click **Advanced** under actions.
- 4. Click Modify the most Recent Schedule
- 5. A pop- up appears warning that the SOV will have to be approved once modified. Click **Yes**.
- 6. Make any changes necessary. You will not be able to change the description of items that have been billed and you cannot reduce the value of any line item below its previously billed amount.
- 7. Click Save.
- 8. Follow steps under Submit an SOV to submit the modified SOV.

Cost Forecasting

What is cost forecasting and what will it do for me?

- 1. Cost Forecasting in GCPay is a tool that can be used to compare actual costs incurred to date versus costs to date that were estimated at the beginning of the project.
- Cost Forecasting allows you to graphically depict the project's actual costs compared to
 predicted costs. Many architects use this tool in providing construction management
 services. By viewing this information graphically, a person can quickly determine if a
 project is running over anticipated costs or running longer than originally anticipated.

Creating A Cost Forecast

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click on the name of your project.
- 2. Follow all steps under "Create a Schedule of Values" but <u>do not</u> submit the SOV for approval.
- 3. Once you save your SOV click **Cost Forecast**.
- 4. Fill in the chart located to the left of the graph. For each month fill in the forecasted costs by dollar amount or percentage. As you fill in the dollar amount or percentage, notice that the graph will begin to plot the points and connect each point with a solid line.
- 5. Once you have finished filling in the chart, click **Save**
- 6. Now that your forecast has been created, you can submit your SOV for approval.
- 7. Follow the instruction to "Submit your SOV" when you are ready.
- 8. If, before you submit your SOV for approval, you must edit your SOV, be sure to edit your forecast. Once the SOV is approved, the forecast cannot be changed.

Now that my forecast is setup, how do I view it?

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click on the name of your project.
- 2. Under the heading Schedule of Values, click View All.
- 3. Under the actions column click **View** for the SOV you are reviewing.
- 4. Directly under the Project Name is a set of tabs, click **Cost Forecast**.
- 5. As you submit Applications for Payment and they are approved, a new line will form showing actual costs incurred to date. You can view the cost forecast once an AFP has been created and saved by clicking the **Forecast** link from the AFP edit screen. Notice that the horizontal axis of the graph is the months and the vertical axis is the costs in whole dollars.
- 6. To return to the **Overview** Page click on the name of the project.
- 7. No other information is necessary for the forecasting tool. All information entered on the graph is populated from the approved Applications for Payment.

Application for Payment

Create an Application for Payment (GC: CO-12)

After your Schedule of Values has been approved, you may create an Application for Payment. If you are required to use Unit Pricing, please refer to Create an Application for Payment using Unit Pricing in the advanced section of this guide.

Steps to create an Application for Payment:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click on the name of your project.
- 2. In the Outbox, click on <u>+Create</u> to the right of Applications for Payment.

Note: Standard Retainage defaults to 5% on the first application for payment but can be adjusted as necessary. Your approver can change the default retainage percentage.

- 3. Using the calendar tool beside the boxes, fill in the application date and the period to date.
- 4. In Column C enter the Work Completed on each line..
- 5. If you have mapped your subcontractor line items to your SOV there is a button at the bottom of the AFP edit page. Click **Auto Populate with Contractor Costs** and your current billing amount on each line will equal the total subcontractor current costs.
- 6. Click Save.
- 7. If you need to attach a document to this AFP please see "Uploading a Document" in the Advanced section of this guide. You can also attach a note or upload a document at the line item level by right clicking on the line and click **Notes and Attachments**.
- 8. If you are ready to submit your AFP click **Submit**. If not, click the Project Name at the top of the page and you will be returned to the **Overview** Page.
- 9. In the white box enter any comments necessary. The comments carry to the email notification sent to your approvers.
- 10. Click **Submit**.
- 11. A pop-up appears stating, "Are you sure you wish to submit this Application for payment." Click **Yes.**
- 12. A pop-up appears stating "The Application for Payment has been Submitted." Click **OK**.
- 13. When the screen refreshes, you will be brought to the **Overview** Page. Notice that the AFP now shows as submitted in your outbox. As your approver views, approves, or rejects the bill, the status on your page will change.

Create a Retainage Billing (GC: CO-12)

Steps to create an Application for Payment for Retainage:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click on the name of your project.
- In the Outbox, click on <u>+Create</u> to the right of Applications for Payment.

- 3. If using Standard Retainage; reduce the %'s shown in the box to bill Retainage on the current application for payment. If using Lump Sum Retainage reduce the Retainage value to \$0 or the amount remaining to be retained.
- 4. Click Save

To Submit:

- 1. Click Submit.
- 2. A pop-up appears stating, "Are you sure you wish to submit this Application for payment." Click **Yes.**
- 3. A pop-up appears stating, "The Application for Payment has been Submitted." Click **OK**

Create an A/E Invoice (A/E: DGS 30-216)

- 1. From the **Welcome** page, click the <u>Projects</u> tab or <u>Project Center</u>, and then click on the name of your project.
- 2. In the Outbox, click on +Create to the right of Applications for Payment.
- 3. If using standard Retainage, fill in the percentage to be retained. The default for DGS 30-216 is 0%.
- 4. Using the calendar tool beside the boxes, fill in the application date and the period to date.
- 5. Enter the current value to be billed this period. You can enter the value as a dollar amount in the column titled Amount This Invoice or you can enter the value as a percentage in the column titled % This Invoice.
- 6. Click Save
- 7. If you need to attach a document to this AFP please see "Uploading a Document" in the Advanced section of this guide. You can also attach a note or upload a document at the line item level by right clicking on the click and click Notes and Attachments.
- 8. If you are ready to submit your AFP click **Submit**. If not, click the Project Name at the top of the page and you will be returned to the **Overview** Page.
- 9. In the white box enter any comments necessary. The comments carry to the email notification sent to your approvers.
- 10. Click Submit.
- 11. A pop-up appears stating, "Are you sure you wish to submit this Application for payment." Click **Yes.**
- 12. A pop-up appears stating "The Application for Payment has been Submitted." Click **OK**. When the screen refreshes, you will be brought to the **Overview** Page. Notice that the AFP now shows as submitted in your outbox. As your approver views, approves, or rejects the bill, the status on your page will change.



Review an Application for Payment

Once an AFP has been submitted to your company, the designated reviewer(s) may approve or reject the AFP.

Steps to review an AFP:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click on the name of your project.
- 2. In the Inbox section, click **Review** in the actions column for the item being reviewed.
- 3. The page will refresh and you will see the details of the bill. At the bottom of the detailed table is a summary table. Using the tabs directly below the Project Name, a person can view any attached documentation by clicking **Documents**, view the updated cost forecast by clicking **Forecast**, view the PDF version of the application for payment by clicking **Reports** view any change orders included in this payment application by clicking **Includes**, or see what activity has happened with this bill by clicking **Audit Trail**.
- 4. When you are ready to begin the approval/rejection click **Review** on the **View** page.
- 5. In the white box, fill in any comments necessary. These comments will carry to the email notification that goes to the contractor. You also have the ability to put notes or attachments at the line item level by right clicking on a line and selecting **Notes and Attachments**
- 6. Click **Approve** or **Reject**.
- 7. A pop-up appears stating "Are you sure you wish to Approve/Reject this Application for Payment?" Click **Yes.**
- 8. A pop-up appears stating "The Application for Payment has been Approved/Rejected." Click **OK.**
- 9. The screen will refresh and you will be brought to the **Overview Page**.

Change Order

Create a Change Order (GC or Subcontractor)

After your Schedule of Values has been approved, you may create a Change Order.

Steps to create a Change Order:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click the name of your project.
- 2. In the Outbox, click on **+Create** next to Change Orders
- 3. Fill in the name box to provide a recognizable name for the CO (ex. Change Order 1, CO 1). If left blank the description will default to the next Change Order number.
- 4. Fill in a detailed description for the change order if necessary.
- 5. Click **Schedule Options** if you are required to use Unit Price.
- 6. The Change Order can be manually input or it can be uploaded and populated from an Excel spreadsheet. Instructions to format and upload a spreadsheet are on page 27. To continue with manual entry of the CO, follow the steps below.
- 7. Click + Add and select to add X items.
- 8. Fill in the item number, description, and value for each line
- 9. Continue adding lines until all lines have been entered
- 10. To remove a line single click on the line to be removed and click the X Remove button at the top of the page or right click on the line and select Remove this line.
- 11. To add rows you can also right click and insert lines.
- 12. Click Save.
- 13. Once the screen refreshes, click **Submit**.
- 14. In the white box enter any comments necessary. The comments will carry to the email notification sent to your approver.
- 15. Click Submit.
- 16. A pop-up appears stating "Are you sure you wish to submit this Change Order?" Click Yes.
- 17. A pop-up appears stating "The Change Order has been submitted." Click **OK**.
- 18. When the screen refreshes, you will be brought to the **Overview** Page. Notice that the CO now shows as submitted in your outbox. As your approver views, approves, or rejects the CO, the status on your page will change.

Review a Change Order

Once a Change Order has been submitted to your company, the designated approver may approve or reject the CO.

Steps to review a CO:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click the name of your project.
- 2. In the Inbox click <u>Review</u> in the actions column for the item being reviewed.
- 3. When you are ready to review the Change Order, click **Review** in the green box on the View page.
- 4. In the white box fill in any comments necessary. These comments carry to the email notification sent to the contractor.
- 5. Click **Approve** or **Reject**.
- 6. A pop-up appears stating "Are you sure you wish to Approve/Reject this Change Order?" Click **Yes**.
- 7. A pop-up appears stating "The Change Order has been Approved/Rejected." Click **OK**.
- 8. The screen will refresh and you will be brought to the **Overview** page.

Printing Documents in GCPay

You can print any document at any time in GCPay. Steps to print documents:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click on the name of your project.
- 2. Click <u>View All</u> next to the type of document that needs to be printed if the section is not already expanded.
- 3. Click **View** on the specific document to be printed
- 4. Click the **Reports** tab directly below the project's name
- 5. Click the **PDF** link next to the document you want to print.

Closing a Project

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click the name of your project.
- 2. Click Project Settings.
- 3. Click the link "Click here to Close this project."
- 4. A pop-up appears stating, "Are you sure you want to close this project?" Click OK

Note: Closing a project is done by each company. Any contractor can close a project on their site and the project will remain open for all other parties.



The Dashboard

- 1. The Dashboard provides a single location for a user to identify only those items that require their immediate attention on all jobs they are associated with.
- 2. To access the dashboard click the **Dashboard** tab at the top of the page or click the **Dashboard** link from the **Welcome** page.
- 3. The Dashboard will show all approvable items in a list. You can sort by Job, Company, or Approvable Type and you can have the Dashboard only show selected approvable types. Use the table to the left to customize the items that appear.
- 4. Once an item no longer requires your immediate attention it is removed from the Dashboard. The items will always remain in the job for review later.

Advanced Features in GCPay

Subsidiary Companies

Adding a subsidiary company or Adding Company Offices

GCPay allows companies to utilize subsidiaries in their construction projects. Rather then creating a new company each time a subsidiary must be used, GCPay allows clients to create subsidiary companies on the Settings tab. You must be an administrator to add subsidiary companies. Using one login and password, users will be able to access the parent and subsidiary companies. To add subsidiary companies follow the steps below.

- 1. From the **Welcome** page, click the **Settings** tab
- 2. Right click on the "tree view" on the left of the screen
- 3. Click Add Child Company/ Office.
- 4. Fill in the subsidiaries information
- 5. Fill in the mailing and billing address for the subsidiary. If they are the same, click the white box beside "Use your mailing address as the billing address?"
- 6. If the subsidiary is certified as disadvantaged by your states Minority Business Enterprise check the box and fill in the applicable information. If the subsidiary is not certified as disadvantaged leave the box blank.
- 7. Click Save
- 8. After saving the subsidiary, it is now listed under the parent company. To modify the subsidiary information, click the name of the subsidiary and change the necessary information. Always save your work when complete.
- * Companies that have multiple offices can establish each office as a subsidiary of the main company. Each office can then be added to its projects, have unique users and utilize a unique credit card to pay any associated fees. The **Tax Identification Number** can be the same while all other information changes.

Adding users to a subsidiary

If a user is part of the parent company the user will have access to the subsidiary with the same permissions as the user has with the parent company. If a new user will need access to both the parent and subsidiary invite the user to the parent, not the subsidiary.

- 1. From the **Welcome** page, click **Settings**.
- 2. Click next to the subsidiaries name.
- 3. Click Users.
- 4. Click **Invite User.**
- 5. Follow through the wizard described on Page 10 of this user guide.

Adding a subsidiary to a project

1. Adding subsidiaries to a project is done using the same steps as adding any other company to the project. When you search for the company, input all or part of the subsidiaries name in the search box. You can also search by Federal Tax Identification Number.

Note: Once a subsidiary has been added to a project you will be able to access the project using your normal login and password. If you cannot see the project once the subsidiary has been added please contact your company administrator or contact our support center at 877-447-2584, option 1.

Advanced Retainage Options

Using/ Converting to Frozen Retainage

Frozen retainage is used to lock retainage at the line item level based on the previously approved application for payment.

- a. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click on the name of your project.
- b. In the Outbox section, click on <u>+Create</u> next to Applications for Payment
- c. Click the dropdown box in the Retainage Section, select Frozen Retainage
- d. All other steps to create the application for payment are the same as described previously in this guide.

Using/ Converting to Lump Sum Retainage

Lump sum Retainage is used to lock Retainage at a fixed amount. The amount of Retainage will be the exact value of Retainage when the change is made to use Lump Sum Retainage.

- a. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click on the name of your project.
- b. In the Outbox section, click on <u>+Create</u> next to Applications for Payment
- c. Click the dropdown box in the Retainage Section, select Lump Sum Retainage
- d. All other steps to create the application for payment are the same as described previously in this guide.

Uploading Documents to SOV/AFP

After a SOV, AFP, or CO has been created you can attach documents to it electronically. To attach documents follow the instructions below.

Steps to upload documents to an SOV:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center,** and then click the name of your project.
- 2. Click **+Create** or **Advanced** next to Schedule of Values
- 3. Create or edit your SOV as necessary and then click Save
- 4. Click the **Documents** link
- 5. Click **Upload**
- 6. From the drop down menu select which type of document you are attaching
- 7. Click **Browse** to find the document on your computer that you wish to upload.
- 8. Fill in any notes you want to attach to the document
- 9. Click Upload
- 10. The screen will refresh and the document you uploaded will appear in the list.
- 11. Click **Upload** to add additional documents or click the project name to return to the **Overview** page.

Steps to upload documents to an AFP:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click the name of your project.
- 2. Click <u>+Create</u> next to Application for Payment
- 3. Create your AFP and click Save
- 4. Click the **Documents** link
- 5. Click **Upload**
- 6. From the drop down menu select what type of document you are attaching
- 7. Click **Browse** to find the document on your computer that you wish to upload.
- 8. Fill in any notes you want to attach to the document
- 9. Click Upload
- 10. The screen will refresh and the document you uploaded will appear in the list.
- 11. Click **Upload** to add additional documents or click the project name to return to the project detail page.

Steps to upload a document or note at the line item level on an AFP:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click the name of your project.
- 2. Create and Save an application for payment
- 3. Right click on the line you need to attach a document or add a note to
- 4. Click Notes and Attachments



- 5. Click **+Add**
- 6. To add just a note to the line, input the comment in the note box and click Add
- 7. To attach a document click **Browse**, locate the document on the computer, click **Open**, and then click **Add**
- 8. Click the X in the top right corner when you have added all notes and documents to the line
- 9. Repeat for any other line you need to add a note or document to

Surety Bond Tracking

The ability to see and track basic surety bond information at the contractor and project level is available in GCPay. The information tracked includes the Bonding Companies name and contact information, the coverage amount of the bond, and the expiration date if one exists. Below are the instructions for requiring the bond information be inputted and for entering the bond information.

Steps to Require Bond Information:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click the name of your project.
- 2. Click Project Companies
- 3. Click the company's name that you require Bond information from.
- 4. Click the **Requirements** Tab
- 5. Check the box next to "Surety bond"
- 6. Click **Apply**
- 7. Repeat steps 1-6 above for all other contractors.
- 8. When complete, scroll to the bottom of the page and click Save.

Steps to Input Bond Information:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click the name of your project.
- 2. Click **Requirements** directly below the project name.
- 3. Click the item to be entered
- 4. Input the required bond information
- 5. Click Save.

Note: If you are required to provide bond information you will not be able to submit AFPs until the information is entered.

Insurance Tracking

The ability to see and track various insurance information at the contractor and project level is available in GCPay. The information tracked includes the Insurance Companies name and contact information, the policy number, the policy amount, and the policy expiration date. Below are the instructions for requiring the insurance information be inputted and for entering the insurance information.

Steps to Require Insurance Information:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center**, and then click the name of your project.
- 2. Click Project Companies
- 3. Click the company's name that you require Insurance information from.
- 4. Click the **Requirements** tab
- 5. Check the box next to each type of insurance you require from the contractor
- 6. Click Apply
- 7. Repeat steps 1-6 above for all other contractors.
- 8. When complete, scroll to the bottom of the page and click **Save**.

Steps to Input Insurance Information:

- 1. From the **Welcome** page, click the **Projects** tab or **Project Center,** and then click the name of your project.
- 2. Click **Requirements** directly below the project name.
- 3. Click the item to be entered
- 4. Input the required insurance information
- 5. Click Save.

Note: If you are required to provide insurance information you will not be able to submit AFPs until the information is entered.



Software Integrations with GCPay

Current Integrations:

- 1. Sage's Timberline Office
- 2. ViewPoint's V6 Solution

How to download Integrations:

Note: To access any integration you must be granted access by Hart Business Solutions LLC (GCPay). Please contact the support center, 877-447-2584, option 1, or support@gcpay.com to be granted access.

- 1. From the **Welcome** page, click the **Integrations** tab
- 2. Click the download for the product you utilize
- 3. Follow on screen instruction to download and install the integration.